

**BY ORDER OF THE COMMANDER
TINKER AIR FORCE BASE**

**TINKER AIR FORCE BASE INSTRUCTION
10-229**



23 JULY 2015

Operations

**RELEASE OF PERSONNEL DUE TO
HAZARDOUS WEATHER OR EMERGENCY
CONDITIONS**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction establishes the responsibilities and procedures for use in determining the most desirable course of action when hazardous weather conditions such as forecasted tornadic activity or heavy snow/ice or an emergency situation require a change in normal operations. This instruction is applicable to all Air Force Sustainment Center (AFSC) organizations located at Tinker AFB, OK, and implements AFD 10-2, *Readiness*, AFI 10-229, *Responding to Severe Weather Events*, AFI 36-815, *Absence and Leave*, AFMCI 36-2636, *Center DP Roles and Responsibilities*, and DoD 1400.25-M, *DoD Civilian Personnel Manual* (CPM), (subchapters 610, Hours of Duty, and 630, Leave). Associate organizations will be advised of actions being taken by the 72d Air Base Wing Commander, (72 ABW/CC). However, associate organization commanders will make their own decision concerning release of their personnel. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR), 72 ABW Wartime/Contingency Plans Office (72 ABW/XPX), using the AF Form 847, *Recommendation for Change of Publication*.

SUMMARY OF CHANGES

This revision adds provisions for the evacuation of the Installation due to hazardous weather or other emergency condition. A decision tree matrix for required actions is added as Attachment 2. The "Advisors to the Commander for Hazardous Weather/Emergency Events" has been

renamed the “Commander’s Support Team for Hazardous Weather/Emergency Events”. The 72 SFS Commander has been removed from the “Support Team”. The 72 MSG Commander will provide any Security Forces inputs to the 72 ABW Commander since all 72 SFS personnel will be engaged in other critical tasks during this type of event. The “Alert!” notification system has replaced the AtHoc System.

1. Background and Policy. The 72d Air Base Wing Commander (72 ABW/CC), (72d Air Base Wing Vice Commander {72 ABW/CV} or 72d Mission Support Group Commander {72 MSG/CC} in the 72 ABW/CC’s absence) is the sole authority for implementing the provisions of this instruction. The AFSC Commander (AFSC/CC) and Oklahoma City Air Logistic Complex Commander (OC-ALC/CC) will be informed of actions being taken. In arriving at a decision to close all or part of an activity, 72 ABW/CC may consider:

- 1.1. Liberal use of annual leave.
- 1.2. Group dismissals of employees and/or Installation closure in connection with extreme weather conditions are authorized only in the exceptional instances where working or commuting conditions are unusually severe and the health of employees is endangered.
- 1.3. Following an emergency event, the time required to repair/restore the impacted facility and the priority of the missions or functions impacted.
- 1.4. Organizations do not have the discretionary authority to implement any of the options or any procedure under the provisions of this instruction which excuse personnel from duty without charge to leave unless approved by 72 ABW/CC. Supervisors may approve individual requests for leave on a case-by-case basis.

2. The Commander’s Hazardous Weather or Emergency Event Support Team. To assist in making the decision to release personnel, when circumstances permit, the Hazardous Weather/Emergency Event Support Team may be asked to review and assess the current and forecasted weather conditions or the emergency event and recommend an appropriate course of action to the 72 ABW Commander. At the direction of the 72 ABW/CC, the Command Post (CP) will notify the Support Team members of a meeting or convene a teleconference with all Team members plus additional personnel as requested. The meeting of the Commander and Team members will be either by formal meeting or by telephone conference, depending on the existing situation. In making this decision, the Commander recognizes certain persons or activities must continue to operate regardless of weather conditions, emergency events or public announcement of employee dismissal. The Support Team for the Commander will keep their organization’s staff informed of actions taken. The following personnel comprise the Hazardous Weather/Emergency Event Support Team:

- 2.1. The Commander’s Support Team is made up by:
 - 2.1.1. Commander, 72d Mission Support Group (72 MSG/CC)
 - 2.1.2. Director, 72d Civil Engineering Directorate (72 ABW/CE)
 - 2.1.3. Commander, 72d Operations Support Squadron (72 OSS/CC)
 - 2.1.3.1. 72 OSS Weather Representative (72 OSS/OSW)
 - 2.1.4. Chief of Public Affairs (72 ABW/PA)
 - 2.1.5. Civilian Personnel Representative (72 FSS/FSMC)

2.1.6. For an emergency event: The director/commander of organization(s) impacted by the event.

3. Available Options for Hazardous Weather. Four courses of action are available to the 72 ABW/CC when considering administrative release from duty due to actual or potentially hazardous weather conditions:

3.1. Do not administratively release personnel.

3.2. If mission permits approve liberal leave when requested for weather considerations.

3.3. Approve late reporting for day, swing and/or grave shifts based on current weather conditions.

3.4. Approve excused absences for nonessential functions (a combination of the above options may be used to accommodate changing weather conditions during the shift and impacting the following shift or shifts). Installation closure and personnel evacuation may be considered for extreme weather conditions.

3.4.1. Terms relating to administrative dismissal are defined as:

3.4.1.1. Excused Absence. An absence from duty when employees are released from duty without charge to leave because all or part of the activity is closed.

3.4.1.2. Early Dismissal. Only employees who are in a duty status or who are expected to return from leave to duty status at the time of the early dismissal takes effect are excused without charge of leave. Employees who leave before the scheduled dismissal time or are already on leave that day continue to be charged leave. Employees who are in a telework status are not entitled to the excused absence and are expected to complete their normal tour of duty or request leave.

3.4.1.3. Late Reporting. Depending on hazardous weather conditions, tardiness not in excess of two hours may be excused as designated by the 72 ABW/CC. Tardiness in excess of two hours may also be excused because of unavoidable delays resulting from adverse weather. These individual cases will be personally reviewed by the employee's supervisors. In the case of employees who do not report for duty during hazardous weather, employee must request unscheduled leave and will be charged for the full day.

3.4.1.4. Installation Closure. Workdays on which federal activities are closed are non-workdays for leave purposes. All regular employees, except those required to perform weather essential or other mission essential duties, are excused without charge to leave. This includes those on scheduled annual or sick leave, but not those in a non-pay status on the days immediately before and after the day(s) the activity was closed. Closure may be for less than an eight hour period, for example, "Base closed until 10:00 am, employees should report by 10:00 am or request leave". If extremely severe weather conditions are predicted during work shifts an Installation evacuation may be considered.

3.4.1.4.1. Weather Essential. In cases of snow, ice or other natural emergencies, employees on designated positions will remain on duty or report for duty (Reference Para 4.7.1, 4.7.2, and 8). NOTE: Employees who are in a telework status in all the above situations are not entitled to the excused absence and are

expected to complete their normal tour of duty or request leave.

4. Responsibilities. When hazardous weather conditions or emergency situations occur during normal duty hours, the following procedures will be implemented:

4.1. 72 ABW/CC will:

4.1.1. Evaluate weather data received from Base Weather and convene the Hazardous Weather/Emergency Event Support Team if required.

4.1.2. Continue to evaluate weather data to ensure internal procedures are implemented to meet existing or potential weather conditions; for example, snow removal, sanding, etc.

4.1.3. For an emergency event, evaluate the event with the advice of 72 ABW/CE on the impact of the event on facilities and expected time required before area can be reoccupied. Details on mission impact will be provided by the director/commander of organizations impacted.

4.1.4. Perform other administrative details as may be necessary to carry out this program.

4.1.5. Inform the AFSC and OC-ALC Commanders of actions being taken.

4.1.6. Notify associate organizations and ensure Civilian Personnel Office notifies local union of weather related decisions and actions being taken.

4.1.7. Disseminate announcements via:

4.1.7.1. Public Affairs Office (72 ABW/PA) (See Paragraph 4.5).

4.1.7.2. "All Tinker Personnel" email during duty hours .

4.1.7.3. CP utilizing quick reaction checklist to disseminate via the Tinker Installation Notification and Warning System (INWS) which includes Alert! System and Giant Voice.

4.2. CP will:

4.2.1. Maintain weather surveillance through the Joint Environmental Toolkit (JET), via information passed by the 72d Operations Support Squadron over the secondary crash phone, or via a phone call directly from the 72 OSS Weather Flight (72 OSS/OSW).

4.2.2. Notify key personnel of hazardous weather IAW TAFBI 15-101. At direction of the 72 ABW/CC, notify the Support Team of a formal meeting or convene a teleconference. Disseminate 72 ABW/CC directed actions to all units and Installation personnel via the Tinker INWS (includes Alert! System and Giant Voice).

4.2.3. Complete any higher headquarters reporting IAW AFI 10-206.

4.3. 72 MSG/CC will: Consult with other Support Team members, as required. Advise the 72 ABW/CC on appropriate course of action.

4.4. 72 FSS/FSMC will: Be prepared to advise the 72 ABW/CC on the courses of action reflected in Section 3 and administrative procedures required for implementation including leave, late reporting and excused absence implications as outlined in appropriate personnel regulations, instructions and manuals.

4.5. 72 ABW/PA will:

4.5.1. Provide PA advice to 72 ABW/CC regarding potential internal and external impacts of proposed actions.

4.5.2. Prepare and distribute 72 ABW/CC approved announcements on Installation Commander directed changes to the base operating status. (Ensure announcements include work shift (day, swing, grave) impacted)

4.5.3. Updated all media outlets using the automated “closing” tool maintained by KFOR-TV.

4.5.3.1. PA will maintain a contact listing of area radio and television outlets to ensure rapid and accurate dissemination of non-weather related emergency announcements.

4.5.4. Update the Straight Talk Line at 734-1900 and all other designated methods of information delivery, including Tinker social media sites.

4.5.5. Prepare 72 ABW/CC and/or appropriate Tinker leadership to conduct press conferences, when needed.

4.6. 72 OSS/CC will: Direct 72 OSS/OSW to provide weather briefings to the 72 ABW/CC, as required.

4.7. Commanders, directors, and staff agency heads will:

4.7.1. Designate in advance “weather essential” positions and activities that will be manned and operated under all weather conditions for reasons of health, safety or national security.

4.7.2. Notify in writing (post to AF Form 971, *Supervisor’s Employee Brief*) those “weather essential” personnel whose services are required regardless of weather conditions or the dismissal of other employees. This will be included in the employee’s Performance Plan and should be covered in their annual review.

4.7.3. Assume responsibility for further dissemination of information regarding base operations down through the lowest level of their organization. TAFB Plan 10-205, *Installation Recall/Notification Plan*, procedures can be used.

4.8. Hazardous Weather/Emergency Event Support Team members will keep their directors/commanders informed of decisions.

5. When a hazardous weather situation occurs on other than day shift, the following procedures will be implemented:

5.1. The 72 ABW/CC will evaluate weather data received from Base Weather and from other sources to determine the appropriate action to take. The Hazardous Weather Support Team may also be contacted for input.

5.2. The CP, upon notification from the 72 ABW/CC, will notify Tinker commanders/directors of all decisions that result in personnel being excused from work.

5.3. 72 ABW/PA will, upon notification from the 72 ABW/CC on the course of action to be taken, prepare and release the appropriate announcement. If reporting times are affected, the

announcement will specifically include the phrase “except for weather essential personnel as appropriate.”

6. Installation Evacuation Procedures:

6.1. If the 72 ABW Commander authorizes an Installation evacuation , 72 SFS will open Eaker Gate (Gate 2) outbound lanes only as directed or required. (Note: Additional gates may be opened if directed by the 72 ABW/CC or CV, manpower permitting)

6.2. All other gates will operate normally with 72 SFS Defenders facilitating egress.

6.3. As required or directed 72 SFS Defenders will be posted at strategic intersections to facilitate traffic flow.

6.4. A minimum of 3 hours’ notice is recommended to safely evacuate the Installation (if less than 3 hours’ notice, recommend personnel move to tornado refuge/shelters if and when necessary.

6.5. CP utilizes quick reaction checklist to notify Installation personnel of gate changes after 72 ABW/CC decision to implement evacuation plan. This will be done via the Tinker INWS which includes the Alert! System and Giant Voice.

6.6. If the Tornado Warning affects Tinker AFB and Installation sirens sound, 72 SFS Defenders will immediately close gates and move to available refuges/shelters. Personnel in vehicles stopped at the gate will be directed by Defenders to immediately move to the refuges/shelters and remain there until warning is cancelled. **NOTE:** These procedures can be used for other situations that may require Installation evacuation.

7. Isolated Emergency Events:

7.1. The procedures in this section are applicable to events of short duration, typically 24 to 48 hours. In situations where the event is expected to last longer, the organization’s Continuity of Operations Plan(s) (COOP) will be considered for implementation IAW AFSC and TAFB Plans 10-208, *COOP*. When a specific isolated emergency occurs (fire, building flooding, explosion, loss of power, etc.), the supervisor of the affected area must immediately notify the building manager, director/commander, division, staff office and/or unit chief, or chain of command.

7.2. The organization’s director/commander and/or two-letter chief will contact the CP who will, in turn, notify the 72 ABW/CC. The 72 ABW/CC will evaluate data related to the event and convene the required Hazardous Weather/Emergency Event Support Team if appropriate (72 MSG/CC, 72ABW/CE, 72 ABW/PA, 72 FSS/FSMC and impacted commander/director[s]).

7.3. Organizations impacted by the event will make maximum use of workforce relocations, alternate work sites or offices, including telework, to maintain operations prior to requesting administrative dismissal. Organizations should ensure internal processes are in place to execute these types of actions if necessary.

7.4. In the event the use of relocations and/or alternate work sites is unable to prevent personnel from remaining in the affected area, 72 ABW/CC may authorize one of the following options. NOTE: Organizations do not have the discretionary authority to implement any of the following options or any procedure which excuses personnel from duty

without charge to leave unless approved by 72 ABW/CC under the provisions of this section. Supervisors may approve individual requests for leave on a case-by-case basis.

7.4.1. Approve liberal leave when requested for personnel impacted by the event.

7.4.2. Early/Administrative Dismissal. Only employees who are in a duty status or who are expected to return from leave to duty status at the time the early dismissal (i.e., prearranged medical appointment) takes effect are excused without charge of leave. Employees who leave before the scheduled dismissal time or are absent on leave that day continue to be charged leave. Employees who are in a telework status are not entitled to the excused absence and are expected to complete their normal tour of duty or request leave.

7.5. The notification process related to administrative dismissal under this section will adhere to the procedures outlined in this instruction.

8. Annual Notification. Annually, the Personnel Section (72 FSS/FSMC) will publicize, to all base personnel, written procedures that indicate the means of employee notification and reiterate early release and late arrival practices, including policies for approving absences. Additionally, 72 FSS/FSMC will notify the local union when the annual notification is accomplished. Each organization (as appropriate) will also establish a program for identification and notification of “weather essential” personnel IAW applicable personnel regulations and labor agreements. 72 FSS/FSMC will provide additional guidance in the establishment of such programs.

9. Coordination. 72 ABW/CC will communicate the decision regarding release of employees due to hazardous weather or emergency events to the Executive Director, Federal Executive Board, Office: 231-4167, FAX: 231-4165, e-mail: www.oklahoma.feb.gov.

STEPHANIE P. WILSON, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 10-2, *Readiness*

AFI 10-206, *Operational Reports*

AFI 10-229, *Responding to Severe Weather Events*

AFI 36-815, *Absence and Leave*

AFMCI 36-2636, *Center DP Roles and Responsibilities*

DoD 1400.25-M, *DoD Civilian Personnel Manual (CMP)*, (subchapters 610, Hours of Duty, and 630, Leave)

TAFBI 15-101, *Weather Support Document*

TAFB Plan 10-205, *Alert/Notification*

AFSC Plan 10-208, *Continuity of Operations (COOP)*

Oklahoma Federal Executive Board Emergency Communications Plan for Hazardous Weather Coordination, Clean Air Alert Policy and Possible Work Disruptions For Federal Agencies in Oklahoma

Adopted Forms

AF Form 971, *Supervisor's Employee Brief*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

72 ABW—72d Air Base Wing

AFSC—Air Force Sustainment Center

BDOC—Base Defense Operations Center

COOP—Continuity of Operations Plan

CP—Command Post

INSW—Installation Notification and Warning System

OI—Operation Instruction

OC—ALC – Oklahoma City Air Logistics Complex

TAFB—Tinker Air Force Base

Terms

Alert!— Automated notification system which sends “pop-up” notices to all computers on TAFB plus e-mails and telephone alerts (Alert! system replaced AtHoc system).

Attachment 2

HAZARDOUS WEATHER DECISION TREE MATRIX

Figure A2.1. Hazardous Weather Decision Tree Matrix

